

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

D/OTE  
1026 Co/C

EXTENSION

NO.

DD/A Registry  
87-0609X

DATE

18 March 1987

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

DDA/EXA  
7D24/Hqs.

25 MAR 1987

3/2

jm

Bill —

2.

3.

DDA

25 MAR 1987

al

4.

5.

6.

DDA/Reg-  
File copy

7.

8.

9.

10.

11.

12.

13.

14.

15.

I wanted to  
thank you, for the  
1600 note —

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and your deletion  
of the "please pass  
this on" note.

And I thought  
you would be  
interested how  
I used it.

Thank.

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18 March 1987

NOTE TO: Chief, Administration Division

25X1



*It is easy to take these kind of kudos for granted. I do not. Nor should you.*

*I am very aware of the extra effort and initiative that goes into the entire process of making this kind of conference come off without a hitch. (And, when it does not...we hear about it. Trust me.) Mr. Donnelly is exactly right. The value of the professionalism you display is immeasurable.*

25X1

*My thanks to each of you and your staff.*



D/OTE

25X1

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Deputy Director  
for Administration

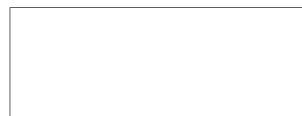
DDA 87-0497  
11 March 1987

NOTE FOR: Director of Training & Education

SUBJECT: Nice Work by Your Staff

Stan,

Through the excellent support of your staff, we made a good impression on key SSCI members and staffers. The value of such a professional image is immeasurable. Please pass my appreciation to your staff for jobs well done.



William F. Donnelly

Att:  
OCA 87-0620



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24 February 1987  
OCA 87-0620

MEMORANDUM FOR: Deputy Director for Administration

FROM: Dave Gries *DG*SUBJECT: DDA Support for SSCI Conference 

1. The Senate Select Committee on Intelligence (SSCI) held a conference  on 19-21 February during which elements of the DDA provided considerable support. We have heard from the staff that Chairman Boren and the other eight Senators, as well as the staff, were extremely well pleased with all of the amenities. A few groups deserve special recognition.

2. At the Motor Pool  made sure that the Senators and staff got to and from the airport on time. This involved picking up several of the Senators at their homes and, in the case of Senator Metzenbaum, split-second timing to get him from one terminal to another on Friday night to catch an outgoing flight.

3. Several additional flights were required to transport the nine Senators, 13 VIPs and 31 staffers who attended the conference.  the pilots and their crew members were absolutely first rate in meeting a very heavy flight schedule.

4.  and many others made the time the group spent there most pleasant. Jim was especially helpful in anticipating the needs of the group and in seeing to it that all went well once the conference began.

5. Please convey the deep appreciation of the Committee and my own thanks to all of the appropriate people.

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